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# RULES

OF THE

# CITY HOSPITAL

OF THE

CITY OF BOSTON.

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WITH

RULES OF THE TRUSTEES, THE ACT AUTHORIZING  
THE CITY TO ESTABLISH THE CITY HOSPITAL,  
THE ACT OF INCORPORATION, AND  
THE ORDINANCE OF THE CITY  
RELATING TO THE  
CITY HOSPITAL.



[Revised, 1890.]

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ROCKWELL AND CHURCHILL,

CITY PRINTERS.



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## ACTS AND ORDINANCE.

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### **An Act to Authorize the City of Boston to Establish a City Hospital.**

SECTION 1. The City of Boston is hereby authorized to erect, establish, and maintain a Hospital for the reception of persons who by misfortune of poverty may require relief during temporary sickness.

SECT. 2. The City Council of said city shall have power to make such ordinances, rules, and regulations as they may deem expedient for the appointment of trustees and all other necessary officers, agents, and servants, for managing said Hospital.

SECT. 3. Said Hospital shall not be erected or located within three hundred feet of any school-house or church now built.

SECT. 4. This act shall take effect from and after its passage.

[Approved March 27, 1858.]

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### **An Act to Incorporate the Trustees of the City Hospital of the City of Boston.**

*Be it enacted by the Senate and House of Representatives  
in General Court assembled, and by the authority of  
the same, as follows : —*

SECTION 1. The Trustees of the City Hospital of the City of Boston for the time being are hereby made a corporation by the name of the Trustees of the City Hospital of the City of Boston; and said Trustees and their suc-

cessors in office shall continue a body corporate for the purposes hereinafter set forth, with all the powers and privileges, and subject to all the duties, restrictions, and liabilities in the general laws relating to such corporations.

SECT. 2. Said corporation shall have authority to take and hold real and personal estate to an amount not exceeding one million dollars, which may be given, granted, bequeathed, or devised to it, and accepted by the Trustees for the benefit of the City Hospital of the City of Boston, or any purpose connected therewith. Money received by it shall be invested by the Treasurer of the City of Boston, under the direction of the Finance Committee of said city; and all securities belonging to said corporation shall be placed in the custody of said Treasurer; *provided*, always, that both the principal and income thereof shall be appropriated according to the terms of the donation, devise, or bequest under the direction of said corporation.

SECT. 3. The Trustees of the City Hospital shall be seven in number. In the month of April, in the year eighteen hundred and eighty, and annually thereafter in the month of January, the City Council shall elect, by concurrent vote of the two branches, one member of the Board of Aldermen and one member of the Common Council to be members of said Board of Trustees, to hold office during the remainder of the municipal year in which they are elected, and until others are elected in their places.\* And in the month of April in the year eighteen hundred and eighty, the Mayor shall appoint, subject to the confirmation of the City Council, five citizens of Boston, not members of the City Council, to be members of the Board of Trustees of the City Hospital, one of whom shall hold office for five years, one for four years, one for three years, one for two years, and one for one year; and upon such election, and such appointment and confirma-

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\* Members of the City Council made ineligible as Trustees by Acts of 1885, chap. 266, § 3.

tion, the terms of office of the Trustees of the City Hospital then holding office shall cease and determine. And annually thereafter, in the month of April of each year, the Mayor shall appoint, subject to the confirmation of the City Council, one citizen-at-large as a Trustee of the City Hospital, to serve for a term of five years from the first Monday in May in the year in which he shall be appointed. The Trustees shall, at all times, be subject to removal from office for cause, by a vote of two-thirds of each branch of the City Council present and voting thereon. Whenever any vacancy shall occur in said Board of Trustees by death, resignation, or otherwise, said vacancy shall be filled by the election or appointment, in the manner aforesaid, of another Trustee, who shall hold office for the residue of the unexpired term. No member of said Board of Trustees shall receive any pecuniary compensation for his services.

SECT. 4. The members of said Board shall meet for organization annually on the first Monday of May, and choose one of their number as President. They shall have power to make such rules and regulations relating to said City Hospital and its officers and servants, and to fix and enforce penalties for the violation of such rules and regulations as they may deem expedient; *provided* that the same shall not be inconsistent with the provisions of this act, and shall be subject at all times to such limitations, restrictions, and amendments as the City Council may direct.

SECT. 5. The said Trustees shall, subject to the direction of the City Council, by ordinance or otherwise, have the general care and control of the City Hospital, and of all branches thereof, which have been or which may hereafter be established, together with the buildings and rooms containing the same, and the fixtures and furniture connected therewith, and also of the expenditures of the money appropriated therefor.

SECT. 6. The said Board of Trustees may appoint a

Superintendent, with such assistants and subordinate officers as they may think necessary or expedient, and may remove the same, and fix their compensation; *provided* that the amount thus paid shall not exceed the sum appropriated by the City Council for that item of expense, and the income of any moneys which may lawfully be appropriated for the same purpose from funds or property held by said Trustees under the provisions of this act.

SECT. 7. The City Council shall have power to pass such ordinances, not inconsistent herewith or repugnant to other laws of the Commonwealth, as to the duties and authority of said Board, as they may from time to time deem expedient.

SECT. 8. This act shall take effect upon its passage.

[Approved April 7, 1880.]

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## **The Ordinance of the City of Boston relating to the City Hospital.**

[CHAPTER 27.]

SECTION 1. The Hospital department shall be under the charge of the Trustees of the City Hospital, consisting of five Trustees, who shall have charge of the City Hospital and of the care and maintenance thereof; shall purchase all fuel and other supplies required therefor; shall make all needful improvements in the lands and grounds connected with the City Hospital, but shall not make any change in the occupancy of the buildings in their charge; shall have charge of all real estate held for purposes connected with the City Hospital, and pay or cause to be paid to the City Collector the incomes thereof.

SECT. 2. Said Trustees shall admit to the City Hospital only sick or injured persons requiring temporary relief, unless for good cause; and shall remove all sick or in-

jured persons as soon as their condition will permit of such removal; they may allow persons making compensation therefor separate apartments, and special accommodations, and the compensation so received shall be paid over to the City Collector.

SECT. 3. Said Trustees shall, in their annual report, include a statement of the condition of the Hospital, of the number of its inmates, of the admissions thereto and discharges therefrom, and the births and deaths therein during the year.

[*Revised Ordinances, March 17, 1890.*]





## RULES OF THE TRUSTEES.

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1. The Trustees shall meet for organization annually on the first Monday in May, and shall choose a President and Secretary from their number.

2. Regular meetings of the Trustees shall be held at the Hospital, on Wednesday following the sixteenth day in each month, at four and one-half o'clock in the afternoon, or at such other hour as may be fixed by the President.

3. Special meetings may be called by the President, and shall be called by the President or by the Secretary at the request in writing of two of the Trustees.

4. The President shall preside at all meetings of the Trustees when present. In his absence the Trustees shall elect a President *pro tempore*.

5. The President shall appoint the following standing committees for the year, consisting of two members each : —

(1.) On Rules.

(2.) On Supplies.

(3.) On Finance.

(4.) On Medical Department.

(5.) On Service and Training School.

(6.) On Buildings and Grounds.

(7.) On Library.

6. The President shall appoint Visiting Committees of two members each, one going out, and one being added each month, whose duty shall be to advise with the Physicians and Surgeons and Superintendent, determine matters of minor administration, and see that all requirements are properly performed.

**7.** All other committees shall be appointed by the President.

**8.** A majority of the Trustees shall constitute a quorum.

**9.** The order of business at each regular meeting shall be as follows :—

- (1.) Reading of the Records.
- (2.) Examination and approval of bills and pay-rolls.
- (3.) Communications from the Superintendent.
- (4.) Communications from the Staff and others.
- (5.) Reports of Committees.
- (6.) Unfinished business.
- (7.) All other business.

**10.** Motions shall be made in writing when requested by the President, or by a majority of the Trustees present.

**11.** Reports of committees shall, if requested, be in writing.

**12.** On all questions and motions whatsoever the sense of the Trustees shall be taken by yeas and nays upon request of any member.

**13.** Questions of order shall be decided by the presiding officer, subject to appeal to the Board.

**14.** When a vote has passed it shall be in order for any member to move a reconsideration thereof at the same or the succeeding meeting.

**15.** All bills contracted for the Hospital shall be approved by the Trustees.

**16.** Any alteration or amendment of these Rules may be made by a vote of two-thirds of the Trustees, notice of the same having been given one week previous to action.

# RULES

## OF THE

# CITY HOSPITAL.



1. The Trustees shall annually, on the first Monday in May, elect by ballot a Superintendent, who shall also be the Resident Physician, and whose term of office shall begin on the first Monday of the following June, and shall continue one year, and until his successor shall be elected.

2. The Trustees shall annually, in the month of April, appoint the following, who shall, with the Resident Physician *ex officio*, constitute the Medical and Surgical Staff, viz. : —

Six Consulting Physicians and Surgeons.

Senior Visiting Physicians, not exceeding two, and Senior Visiting Surgeons, not exceeding two, as shall seem expedient.

Visiting Physicians, not exceeding ten.

Six Visiting Surgeons.

Two Visiting Ophthalmic Surgeons, who shall also be Ophthalmic Surgeons to Out-patients.

One Visiting Aural Surgeon.

Three Assistant Visiting Surgeons.

Three Physicians to Out-patients.

Three Surgeons to Out-patients.

One Physician for Diseases of Women to Out-patients.

Three Physicians for Diseases of the Nervous System to Out-patients.

Two Physicians for Diseases of the Skin to Out-patients.

Two Physicians for Diseases of the Throat to Out-patients.

Two Aural Surgeons to Out-patients.

A Pathologist.

A Medico-legal Pathologist.

A Registrar.

3. The Trustees shall also annually, in the month of April, appoint the following Medical and Surgical Assistants, viz. : —

An Assistant to the Ophthalmic Surgeons.

Two Assistants to the Physicians for Diseases of the Nervous System.

An Assistant to the Aural Surgeons.

An Assistant to the Physicians for Diseases of the Skin.

An Assistant to the Physicians for Diseases of the Throat.

An Assistant to the Physician for Diseases of Women.

An Assistant to the Pathologist.

4. The terms of office of the above members of the Medical and Surgical Staff and Assistants shall begin on the first Monday of the following May, and shall continue one year, and until their respective successors shall be appointed.

5. In case a vacancy shall occur in the Medical and Surgical Staff, or Assistants, the Trustees shall fill the same for the residue of the unexpired term on nomination of the Visiting Staff. The Visiting Staff shall present to the Trustees, upon notification of any such vacancy, the names of two or more persons, suitable in their opinion to fill the same, and who shall have received the degree of Doctor of Medicine at least three years previous to such nomination.

6. The Trustees shall semi-annually, in the months of June and December, on nomination of the Visiting Staff, appoint eight House Officers. Such nominations shall be made to the Trustees on or before the second Wednesday in May and November in each year, and such persons

shall be selected for nomination as shall, in the opinion of the Visiting Staff, after a rigid examination in the various branches of medicine and surgery, and upon careful investigation as to character and fitness, seem most competent to fulfil the duties required of them. The terms of service of the House Officers shall begin respectively on the first Monday of January and July following their appointment. The term of one of the House Officers so appointed shall continue six months, and the terms of the remaining seven House Officers shall continue eighteen months.

7. The Trustees shall annually, in the month of June, on nomination of the Superintendent, appoint an Assistant Superintendent, an Executive Assistant, a Steward, a Superintendent of Nurses, and a Chemist. The terms of service of these officers shall begin on the first Monday succeeding their appointment, and shall continue respectively until their successors shall be appointed.

8. The Trustees shall also, from time to time, appoint such other officers as may be necessary.

9. They may, at their pleasure, remove or discharge any officer or other person elected or appointed by them.

10. They shall fill any vacancy which may occur, for the residue of the unexpired term, in the manner in which the original appointment was made.

11. They shall fix the compensation of all officers so elected, appointed, and employed; but no compensation shall be given to members of the Medical and Surgical Staff, to the Assistants, or to the House Officers.

12. They shall keep a record of all donations and bequests to the Hospital.

13. They shall make, from time to time, such minor rules for the general management of the Hospital as may seem expedient to them.

## THE SUPERINTENDENT.

**14.** The Superintendent shall reside at the Hospital, and shall, under the direction of the Trustees, have the control of all the departments thereof, of all subordinate officers, employés, and patients, and the charge of the grounds, buildings, and appurtenances; and under such direction shall make all regulations for the government thereof.

**15.** He shall, from time to time, as vacancies shall occur, appoint and employ, subject to the approval of the Trustees, an Assistant Superintendent of Nurses, a Night Superintendent of Nurses, a House-keeper, a Settlement Clerk, a Store-keeper, Supervisors, Nurses, Ward-masters, and such other minor officers as may be necessary for the proper conduct and service of the Hospital.

**16.** He shall have especial charge of all patients admitted to the Hospital until they are attended by the proper Physician or Surgeon.

**17.** He shall, under the direction of the Trustees, have general charge of the Training School for Nurses, and, subject to their direction, shall, with the advice of the Superintendent of Nurses, decide upon the admission of all probationers to the school, and their acceptance as pupils; shall, from time to time, assign them to such wards as the service may demand; and shall supervise the course of study, appoint lectures and examinations, and decide all matters of discipline.

**18.** He shall see that there is no waste or carelessness in any department, and shall report to the Trustees omissions of duty, or disorderly conduct, on the part of all officers, appointees, and employés.

**19.** He shall, under the direction of the Trustees, purchase the provisions, stores, fuel, and all other supplies, including all surgical instruments and appliances; shall examine all articles purchased as to their quality, quantity, and price: and shall have the charge thereof, and shall be responsible for their proper and economical use.



20. He shall make no purchase exceeding in amount one hundred dollars, or of an unusual nature, without the sanction of the Trustees, or of the Committee on Supplies.

21. He shall keep, or cause to be kept, a record of all contracts, and regular accounts of all moneys received and disbursed by him, on behalf of the Hospital, in books to be provided for the purpose, and shall submit the same to the Trustees at their regular meetings.

22. He shall submit all bills and pay-rolls of the preceding financial month, with the vouchers for the payment thereof, to the Trustees, at their regular meetings of each month.

23. He shall keep an inventory of all furniture, and other property, belonging to the Hospital, and shall keep a record of all articles destroyed or missing.

24. He shall not permit any instruments, apparatus, books, or other property belonging to the Hospital, to be taken therefrom without his consent, and he shall keep a record of all things so taken.

25. He shall provide the diet of patients, as may be directed by the Physicians and Surgeons, and shall furnish for the officers and employes such food as the Trustees may direct.

26. He shall frequently visit and inspect the wards, kitchen, laundry, engine-room, and all other departments of the Institution.

27. He shall receive all applications for admission to the Hospital, and shall admit such persons as in his opinion are proper cases for treatment therein, subject to the approval of the Visiting Committee.

28. He shall direct what disposition shall be made of each patient on admission, subject to the approval of the Visiting Committee; and no change or transfer of a patient to another ward or bed shall be made, unless by his direction or that of the Visiting Committee.

29. He shall keep, for the inspection of the Trustees, a record of the names of all patients, with their ages, resi-

dences, employments, dates of admission, discharge, or death, results of treatment, and dispositions of the bodies of those dying in the Hospital.

30. He shall, under the direction of the Trustees, decide what patients shall be required to pay for their board in the Hospital, and what rates of board shall be paid, and shall collect all sums due to the Hospital.

31. He shall take charge of money, or other property not in use, belonging to patients, and keep a record of the same.

32. He shall see that all patients receive proper attention on their admission and during their stay in the Hospital, and give all necessary directions for their care and comfort for the time being; and in all serious cases requiring it he shall send for the Physician or Surgeon in attendance, or, if such Physician or Surgeon cannot be found, for some other member of the Medical and Surgical Staff.

33. He shall have charge of the correspondence of patients, and shall communicate to their friends information of their condition or decease.

34. He shall, in case the condition of a patient becomes dangerous, forthwith notify the relatives or friends of such patient.

35. He shall, at the end of each month, report to the Visiting Physicians and Surgeons, and to the Visiting Committee, the names of all patients who have been in the Hospital two months.

36. He shall discharge, as soon as practicable, all patients recommended for such action by the attending Physicians and Surgeons, and he may, if he shall think proper, discharge any patient who has disobeyed the rules of the Hospital, or whose conduct has been improper; but such cases of disobedience or improper conduct shall be reported to the Visiting Committee.

37. He shall allow no autopsy to be made unless consented to in writing by the immediate relatives of the de-

ceased, or, if there be no known relatives, by the Visiting Committee.

**38.** He shall cause the bodies of deceased patients to be delivered to their friends, or, if not claimed by them, to the proper authorities.

**39.** He shall see that the title of each book taken from the Medical Library shall be recorded, with the date, name of person borrowing, and date of return, in a book to be provided for the purpose, and that no book shall be allowed to be carried out of the Hospital.

#### VISITING PHYSICIANS AND SURGEONS.

**40.** The members of the Visiting Staff shall be divided into services as follows:—

First Medical Service.

Second Medical Service.

Third Medical Service.

First Surgical Service.

Second Surgical Service.

Third Surgical Service.

Ophthalmic Service.

Aural Service.

Contagious Service.

The members of the Visiting Staff shall, directly after their appointment, meet and arrange their respective places, terms, and orders of service, which arrangement shall forthwith be communicated to the Trustees, and be subject to their approval, and when so approved shall be printed.

**41.** The beds of the Hospital shall be divided among the various services, according to the regulations from time to time established by the Trustees, services being given separate wards, or well-defined portions of wards, so far as practicable. Patients, upon admission, shall be assigned to beds in services, accordingly as their condition and the nature of their diseases or injuries and the vacancies in

the respective services shall seem to the Superintendent to require, under the regulations of the Trustees. If a Physician or Surgeon having made examination of a patient previous to his admission shall, while on duty in a service, request in writing that the patient be assigned to such service, the patient may be so assigned, provided there are suitable vacant beds in the service, or there is not already a preponderance of patients in that service. Patients when so assigned to a service shall not be transferred therefrom, except by order of the Superintendent, and for the purpose of making better classification or provisions for treatment, or for the advantage of other patients.

**42.** There shall always be one Physician or one Surgeon, as the case may be, on duty in each service, except the Contagious Service. In the Contagious Service there shall always be on duty both one Physician and one Surgeon, who may be selected both from the Physicians and Surgeons assigned to the other services, and from the Physicians and Surgeons to out-patients. Surgeons, and, so far as practicable, Physicians shall be assigned for duty in the Contagious Service, at periods when not on duty in other services; but in no event shall a Physician or Surgeon visit patients in other parts of the Hospital directly after attending his service in the contagious wards.

**43.** Any Physician or Surgeon who shall be prevented from attending for a period exceeding one week in the term appointed for him shall give notice to the Trustees, who shall assign one of the other Physicians or Surgeons, as the case may be, to attend his service in his stead.

**44.** The Visiting Physicians and Surgeons shall make their regular morning visits to patients between the hours of eight and one o'clock. Any Physician or Surgeon finding himself unable to make his regular daily visit shall immediately send notice of his inability so to do to the Superintendent, and, if possible, shall procure the attendance of one of the other Physicians or Surgeons in his stead. Record shall be made of the Physician or Surgeon making

each regular visit, which record shall be open to the inspection of the Trustees.

**45.** They shall keep or cause to be kept by the House Officers, in permanent volumes, in such form as may be prescribed by the Trustees, full records of the cases and treatment of all patients, in both medical and surgical departments. No volume of such records shall be taken from the premises except by permission of the Trustees, and no extracts shall be made from them by any one, except with the approval of the Trustees and the approval, also, if still members of the staff, of the Physicians or Surgeons by whom the cases were treated.

**46.** They shall forthwith report to the Superintendent the names of all patients who in their opinion have received all the benefit which they will probably derive from treatment in the Hospital, and who should be discharged or transferred to some other public institution. The recommendation for discharge or transfer shall, in each case, be noted upon the bed-card of the patient, with a statement of the condition, whether cured, relieved, or not relieved, and with such other suggestions as each case may require. Such recommendations shall be made at the time of the regular morning visit, and shall be acted upon as soon as practicable after they are made; but every case shall be carried upon all the records of the Hospital as still under treatment until the patient is discharged.

**47.** The Physicians and Surgeons shall daily visit all patients in their respective departments, shall make all necessary prescriptions, and give all necessary orders for the care, treatment, and diet of the patients, and shall see whether such prescriptions and orders are promptly conveyed and precisely and carefully executed by the House Officers and attendants; and they shall forthwith notify the Superintendent of any neglect or inefficiency on the part of any such officer or attendant.

**48.** No capital operation shall, except in case of emergency, be performed without a previous consultation.

## PHYSICIANS AND SURGEONS TO OUT-PATIENTS.

**49.** The Surgical Department for out-patients shall be under the supervision of the Visiting Surgeons, and shall be attended by the Surgeons to out-patients.

**50.** The Physicians and Surgeons to out-patients shall, directly after their appointment, arrange their respective terms and orders of service, which arrangements shall be communicated to the Trustees, and be subject to their approval.

**51.** The Physicians and Surgeons to out-patients shall be in attendance in their respective departments for the treatment of such out-patients as shall be unable to pay for medical or surgical treatment at their homes, in each week, as follows, viz. :—

**MEDICAL.** — Tuesday, Thursday, and Saturday, between the hours of 9 and 11 A.M.

**SURGICAL.** — Every day, except Sunday, between the hours of 9 and 11 A.M.

**OPHTHALMIC.** — Monday, Wednesday, and Friday, between the hours of 9 and 11 A.M.

**FOR DISEASES OF THE SKIN.** — Monday, Wednesday, and Friday, between the hours of 10 A.M. and 12 M.

**FOR DISEASES OF THE EAR.** — Monday, Wednesday, and Friday, between the hours of 9 and 11 A.M.

**FOR DISEASES OF THE NERVOUS SYSTEM.** — Monday, Wednesday, and Friday, between the hours of 9 and 11 A.M.

**FOR DISEASES OF WOMEN.** — Tuesday, Thursday, and Saturday, between the hours of 9 and 11 A.M.

**FOR DISEASES OF THE THROAT.** — Tuesday, Thursday, and Saturday, between the hours of 9 and 11 A.M.

**52.** Any Physician or Surgeon to out-patients, who shall be prevented from attending for a period exceeding one week in the term appointed for him, shall give notice to the Trustees, who shall assign one of the other Physicians or Surgeons to out-patients, as the case may be, to attend his service in his stead.

**53.** Any Physician or Surgeon to out-patients, finding himself unable to fulfil his regular daily appointment, shall immediately send notice of his inability so to do to the Superintendent, and, if possible, shall procure the attendance of one of the other Physicians or Surgeons in his stead. Record shall be made of the Physician and Surgeon to out-patients making each regular visit, which record shall be open to the inspection of the Trustees.

**54.** No incisions shall be made and no operations shall be performed, nor shall any important dislocations be reduced, in the surgical departments for out-patients, except at the request of the Visiting Surgeons on duty. Whenever an out-patient requires such an operation as may confine him for a time in the Hospital, his case shall be referred to the Superintendent.

**55.** No medicines shall be given to persons treated in the departments for out-patients, to be carried from the Hospital, except in emergencies, and in such cases as may be approved by the Superintendent, under the direction of the Trustees.

#### **PATHOLOGIST.**

**56.** The Pathologist shall have the charge of the casts, models, and anatomical preparations belonging to the Hospital, under such regulations as may be prescribed by the Trustees.

**57.** He shall make the autopsies with the assistance of the House Officers, and shall cause reports of every such examination to be recorded by the House Officers.

**58.** He shall preserve and arrange all morbid specimens for the Pathological Museum.



## MEDICO LEGAL PATHOLOGIST.

59. The Medico-Legal Pathologist shall, when requested so to do by the Superintendent, make post-mortem examinations of the bodies of persons dying in the Hospital by wounds, injuries, poison, or other forms of violence, all such examinations to be subject to the regulations relating to autopsies in ordinary cases, and to the provisions of law concerning inquests; and he shall perform such further service as may be required by the Trustees.

## REGISTRAR.

60. The Registrar shall, subject to such regulations as may be adopted by the Trustees, have charge of the Medical Library, and of all medical and surgical books and periodicals received, and shall have supervision of the making and preservation of the clinical records of the Hospital.

## ASSISTANTS.

61. The Medical and Surgical Assistants shall perform such service in their respective departments as they shall be called upon to do by the Physicians or Surgeons to whom they are subordinate, or by the Superintendent.

## HOUSE OFFICERS.

62. The House Officer for the term of six months shall be appointed as the *Ophthalmic and Aural House Officer*, and shall serve in the Ophthalmic and Aural Visiting and Out-patient Services.

The House Officers for terms of eighteen months shall be appointed respectively as the First Medical House Officer, the Second Medical House Officer, the Third Medical House Officer, the First Surgical House Officer, the Second Surgical House Officer, the Third Surgical House Officer, and the Medical and Surgical House Officer.

The *First Medical House Officer* shall serve as Externe, during the first six months, in the Out-Patient departments, as follows: the first, second, and third months in the Surgical department; the fourth month in the Nervous and Medical departments; the fifth month in the Ophthalmic and Medical departments; and the sixth month in the Aural, Skin, and Medical departments. He shall serve as Junior Interne, in the First Medical Service, during the succeeding six months, and as House Physician in that service, during the last six months, except that he shall be assigned to the Contagious Service during the seventh and sixteenth months.

The *Second Medical House Officer* shall serve as Externe, during the first six months, in the Out-Patient departments, as follows: the first, second, and third months in the Surgical department; the fourth month in the Aural, Skin, and Throat departments; the fifth month in the Nervous and Throat departments; and the sixth month in the Ophthalmic and Throat departments. He shall serve as Junior Interne, in the Second Medical Service, during the succeeding six months, and as House Physician in that service during the last six months, except that he shall be assigned to the Contagious Service during the eighth and seventeenth months.

The *Third Medical House Officer* shall serve as Externe, during the first six months, in the Out-Patient Ophthalmic department and department for Diseases of Women. He shall serve as Junior Interne, in the Third Medical Service, during the succeeding six months, and as House Physician in that service during the last six months, except that he shall be assigned to the Contagious Service during the ninth and eighteenth months.

The *First Surgical House Officer* shall serve as Externe, during the first six months, in the Out-Patient departments, as follows: the first month in the Nervous and Medical departments; the second month in the Ophthalmic and Medical departments; the third month in the

Aural, Skin, and Medical departments; and the fourth, fifth, and sixth months in the Surgical department. He shall serve as Junior Interne in the First Surgical Service during the succeeding six months, and as House Surgeon in that service during the last six months, except that he shall be assigned to the Contagious Service during the tenth and thirteenth months.

The *Second Surgical House Officer* shall serve as Externe, during the first six months, in the Out-Patient departments, as follows: the first month in the Aural, Skin, and Medical departments; the second month in the Nervous and Medical departments; the third month in the Ophthalmic and Medical departments; and the fourth, fifth, and sixth months in the Surgical department. He shall serve as Junior Interne in the Second Surgical Service, during the succeeding six months, and as House Surgeon in that service, during the last six months, except that he shall be assigned to the Contagious Service during the eleventh and fourteenth months.

The *Third Surgical House Officer* shall serve as Externe, during the first six months, in the Out-Patient departments, as follows: the first month in the Ophthalmic and Throat departments; the second month in the Aural, Skin, and Throat departments; the third month in the Nervous and Throat departments; and the fourth, fifth, and sixth months in the Surgical department. He shall serve as Junior Interne in the Third Surgical Service, during the succeeding six months, and as House Surgeon in that service during the last six months, except that he shall be assigned to the Contagious Service during the twelfth and fifteenth months.

The *Medical and Surgical House Officer* shall serve as Externe, during the first six months, in the Out-Patient departments, as follows: the first, second, and third months in the Surgical department; the fourth month in the Ophthalmic and Medical departments; the fifth month in the Aural, Skin, and Medical departments; and the

sixth month in the Nervous and Medical departments. He shall serve as Junior Interne during the succeeding six months, as follows: the seventh month in the First Medical service; the eighth month in the Second Medical Service; the ninth month in the Third Medical Service; the tenth month in the First Surgical Service; the eleventh month in the Second Surgical Service; and the twelfth month in the Third Surgical Service. He shall serve as House Physician and Surgeon during the last six months, as follows: the thirteenth month in the First Surgical Service; the fourteenth month in the Second Surgical Service; the fifteenth month in the Third Surgical Service; the sixteenth month in the First Medical Service; the seventeenth month in the Second Medical Service; and the eighteenth month in the Third Medical Service.

House Officers, while on duty in the Contagious Wards, shall not enter any other wards or operating-rooms, except by permission of the Superintendent, and shall not enter other parts of the Hospital except as permitted by special regulations. House Officers, while on duty in other services, shall not enter the Contagious Wards, except by permission of the Superintendent.

63. No person who has received the degree of Doctor of Medicine shall be eligible to hold the position of House Officer, except that of Ophthalmic and Aural Interne; provided, however, that after service of nine months, a House Officer may, by special permission of the Trustees, be allowed to receive such degree. A person who has received the degree of Doctor of Medicine, or who has served as House Officer, may be chosen to the position of Ophthalmic and Aural Interne.

64. House Officers shall, before entering upon their duties, sign an agreement that they will faithfully perform their duties and observe the rules of the Trustees; and they shall be under the immediate control of the Superintendent, subject to the orders of the Medical and Surgical Staff.

65. Externes shall not reside or, except as specially permitted, take their meals at the Hospital. They shall be in attendance at 9 o'clock A.M. on each day of the week, except Sunday, and shall remain as long as their services may be required. They shall assist the Physicians and Surgeons in the departments for out-patients, in their respective duties, as they shall be assigned.

66. The House Physicians and Surgeons and Junior Internes shall reside at the Hospital, and shall not be absent without the consent of the Superintendent.

67. If House Physicians or House Surgeons shall be temporarily absent, by reason of sickness or other cause, the vacancies shall be filled by the respective Internes. If an Interne or Externe shall be so absent, the Superintendent shall, with the approval of the Committee on Medical Department, provide a substitute; such substitute having been, whenever practicable, previously nominated by the Visiting Staff. Permanent vacancies shall be filled by the Trustees, on nomination of the Visiting Staff.

68. No change shall be made in the respective departments of the House Officers without the consent of the Visiting Physicians or Surgeons under whom they serve, and the sanction of the Committee on Medical Department.

69. The House Physicians and Surgeons and Internes shall perform such duties, and carefully and promptly obey and execute all such instructions and directions in regard to the observation, care, and treatment of the patients as shall be assigned and given them by the Superintendent, or by the Visiting Physicians and Surgeons.

70. They shall accompany the Visiting Physicians and Surgeons in their daily visits, and shall make the necessary records of the condition, treatment, and diet of the patients.

71. They shall report every instance in which a patient fails to receive proper attention, and every neglect of duty, and all improper conduct, on the part of nurses, or

wardmasters, or other attendants; but they shall refer all matters relating to the government of the attendants and the patients, and requiring reprimand or discipline, to the Superintendent or Superintendent of Nurses.

**72.** They shall note any important change in the condition of a patient, and shall inform the Superintendent thereof, and shall at once notify him if a patient is in a serious condition, or if there is doubt in regard to the condition or symptoms of a patient.

**73.** They shall not administer ether, make any incision, or perform any surgical operation, except by the express direction of the Surgeon or Physician in attendance, or of the Superintendent.

**74.** They shall not publish any report, or other communication in regard to any case in the Hospital, except with the approval and in the name of the Physician or Surgeon in whose service such case has been treated.

**75.** They shall, when called upon, render assistance in making autopsies and other pathological examinations, and the Internes shall, in their respective departments, keep records of all pathological cases.

**76.** They shall, when requested by the Superintendent, investigate the claims of applicants for admission, whether such applicants shall apply in person at the Hospital, or their cases shall require visits to be made at their homes.

**77.** No House Officer shall engage in private practice during his term of service, nor receive, directly or indirectly, any fee or emolument from a patient.

**78.** House Officers shall, at the satisfactory expiration of their complete terms of service, receive diplomas stating the periods of their service in the various departments.

#### ASSISTANT SUPERINTENDENT.

**79.** The Assistant Superintendent shall assist the Superintendent in the performance of his duties, and, during the absence or disability of the Superintendent, or any

vacancy in that office, shall discharge its duties, under the title of Acting Superintendent. He shall perform such other duties as the Trustees may require. He shall reside at the Hospital.

#### EXECUTIVE ASSISTANT.

**80.** The Executive Assistant shall assist the Superintendent in the admission, treatment, and discharge of patients, the receiving of visitors, the keeping of accounts and correspondence, and the medical care of employes, and shall perform such other duties as the Trustees and the Superintendent may require.

#### STEWARD.

**81.** The Steward shall, under the direction of the Trustees and the Superintendent, have the general care of the grounds, buildings, and appurtenances, and shall see that they are kept in good order and repair.

**82.** He may, under the direction of the Trustees and the Superintendent, purchase provisions, stores, fuel, and other necessary articles, and shall have the immediate charge thereof, and shall be responsible for their safe-keeping and economical use.

**83.** He shall take charge of all the records of the Hospital, excepting those relating to the medical and surgical treatment of the patients, and shall keep an account of all articles and supplies purchased and issued, and of all money received and expended for the Hospital.

**84.** He shall perform such other duties as the Trustees and Superintendent may require. He shall reside at the Hospital.

#### CHEMIST.

**85.** The Chemist shall reside at the Hospital, and shall not be absent except at such hours as may be authorized by the Superintendent.



**86.** He shall keep the dispensary open between the hours of 6.45 A.M. and 8 P.M.

**87.** He shall, under the direction of the Trustees and the Superintendent, have immediate charge of the dispensary, laboratory, and medical store-rooms; he shall have the care of all drugs, medicines, liquors, and other articles belonging to his department, and shall keep account of the receipt and dispensing of the same, as may be required. He shall compound medicines, prepare prescriptions, and perform chemical analyses, and shall do such other work as shall be required by the Medical and Surgical Staff.

**88.** He shall purchase no drugs, medicines, liquors, or other articles for his department, except as may be ordered in each case by the Trustees or Superintendent.

**89.** He shall deliver no medicines or other articles for use in the Hospital unless they have been ordered in writing by the Physicians and Surgeons in attendance, or by the Superintendent, and shall deliver none to be carried out of the Hospital except when prescribed for patients with the approval of the Superintendent.

**90.** He shall at once report to the Superintendent every instance of misappropriation, waste, or neglect of duty which shall come to his knowledge.

**91.** He shall perform such other duties as may be required by the Trustees and the Superintendent.

#### **SUPERINTENDENT OF NURSES.**

**92.** The Superintendent of Nurses, who shall also be Matron, shall, under the direction of the Superintendent, have immediate charge of all the nursing of the Hospital, of all persons employed in the wards, and of the instruction and management of Nurses in the Training School. She shall see that the studies of the Nurses are diligently pursued; that the work of all such employes is properly performed, and their deportment is correct; and that the rules pertaining to their duties and conduct are carefully obeyed.

She shall direct Head Nurses in the principles and practice of nursing and ward management.

**93.** She shall see that the directions for the nursing and care of all patients given by the Visiting Physicians and Surgeons are carefully obeyed and executed by the nursing force under her charge.

**94.** She shall perform all the duties of Matron, and shall be responsible for the neatness and cleanliness of all parts of the Hospital which are placed under her charge.

**95.** She shall have charge and direction of the House-keeper, and see that her work is properly performed.

**96.** She shall superintend and shall daily visit the wards, the diet kitchen, linen store-rooms, dining-rooms, and laundry, and see that these several places are well conducted and kept in order; that all food is properly and economically prepared and served, both for the patients, and for the family and employés' tables; and that there is no unnecessary waste in any part of the house.

**97.** She shall perform such other duties as the Trustees and Superintendent may require.

#### ASSISTANT SUPERINTENDENT OF NURSES.

**98.** The Assistant Superintendent of Nurses shall assist the Superintendent of Nurses in the performance of her duties, and during the absence or disability of the incumbent of that office she shall discharge its duties. She shall perform such other duties as the Superintendent and the Superintendent of Nurses may require.

#### NIGHT SUPERINTENDENT OF NURSES.

**99.** The Night Superintendent of Nurses shall, under the direction of the Superintendent of Nurses, have general charge of all the nursing in the Hospital between the hours of 8 P.M. and 7 A.M. She shall see that all Nurses and Ward-masters on night duty are prompt, faithful, and watchful in the discharge of their duties; shall attend to

the warmth and ventilation of the wards, and to the proper use of the gas; shall be watchful against accidents from fire; and she shall give special attention to patients dangerously ill, and to all exigencies which may arise.

**100.** She shall instruct the night Nurses and Ward-masters in nursing, especially as to night duties, and shall otherwise assist in the instruction of the pupils of the Training School, as shall be required by the Superintendent of Nurses.

**101.** She shall discharge such other duties as the Superintendent, or the Superintendent of Nurses, shall require.

#### SUPERVISORS.

**102.** The Supervisors shall, under the direction of the Superintendent, have the general supervision of the wards and buildings in their respective departments, and shall see that the duties of all Ward-masters and employés are properly performed.

**103.** They shall see that all the orders and instructions of the Superintendent, regarding the care and management of the wards, are carried out, and shall see that there is no waste or improper use of any articles of hospital property.

**104.** They shall take charge of the clothing and other property, not in use, belonging to patients, shall keep a record of the same in a manner prescribed by the Superintendent, and shall deliver to the Superintendent, for safe-keeping, all money and other valuables belonging to patients.

**105.** They shall attend to all business transacted between the executive officers of the Hospital and the wards under their charge, and shall have charge therein of the execution of all orders relating to the reception of patients, the assignment of patients to beds, the transfer from one ward or bed to another, and of the discharge of patients.

**106.** They shall make daily morning reports concerning their respective departments, containing such matters of information as shall be required by the Superintendent.

**107.** They shall report all instances of neglect of duty or misconduct of employés or patients.

**108.** They shall perform such other duties as the Superintendent shall require.

#### NURSES.

**109.** The members of the Training School for Nurses shall, subject to the supervision of the Trustees and Superintendent, be under the charge of the Superintendent of Nurses.

**110.** The members of the Training School shall reside at the Hospital, and shall be subject to the rules like other officers and employés.

**111.** They shall be classified as HEAD NURSES, SENIOR ASSISTANT NURSES, JUNIOR ASSISTANT NURSES, and PROBATIONERS.

#### *Head Nurses.*

**112.** The Head Nurses shall, under the supervision of the Superintendent and Superintendent of Nurses, have charge and care of the wards respectively assigned them and of the nursing of the patients therein.

**113.** They shall be responsible for the obedience and deportment of the Assistant Nurses, Ward-masters, and Ward-maids, and shall be obeyed and respected by them.

**114.** They shall promptly and carefully carry out all the orders that may be given by the Physicians and Surgeons for the treatment, diet, and care of the patients, and shall report at once every instance of failure, or inability from any cause, to fulfil such orders.

**115.** They shall give, or allow to be given, to patients only such articles of food or drink as may be permitted by the Physician or Surgeon.

116. They shall keep a ward book, containing an inventory of all Hospital property, furniture, bed linen, and other articles in each ward, and shall be responsible for the proper use and care thereof.

117. They shall see that all clothing and other property belonging to the patients under their care are properly cared for on the admission of the patients, shall decide what clothing and other articles are to be retained by the patients in the wards, and shall see that all other clothing and property are placed in charge of the Supervisors for safe-keeping.

118. They shall see that the wards are kept clean and in good order at all times.

119. They shall report to the proper officer every instance of inattention or neglect of duty on the part of their assistants.

120. They shall instruct their assistants in the principles and practice of nursing.

121. They shall perform such other duties as the Superintendent and Superintendent of Nurses shall require.

*Assistant Nurses.*

122. The Assistant Nurses shall be designated as *Junior Nurses* during the first year of their service, and as *Senior Nurses* during the second year; they shall be assigned to wards either for day or night duty, and shall, in the various duties relating to the nursing of the sick and the care of the wards, assist the Head Nurses, whose instructions and orders they shall carefully obey, as well as the directions of the Superintendent of Nurses and of the Physicians and Surgeons.

123. They shall also be subject to all special rules which may be made for the government of the wards and of the Training School.

*Probationers.*

124. Candidates for admission to the Training School

shall serve on probation in the wards two months. During the first month of service they shall serve without pay and at the end thereof if found satisfactory they shall be permitted to wear the cap and enter upon the regular course of training. During the second month they shall receive the pay of Junior Nurses; and if satisfactory at the end of that month shall be admitted as pupils of the Training School.

**125.** They shall be subject, in all respects, to the rules of the Hospital and of the Training School, and shall perform such duties of Assistant Nurses as may be assigned them by the Head Nurses.

#### WARD-MASTERS.

**126.** The Ward masters shall act as assistants to Head Nurses in the male wards, and shall perform such duties therein as shall be assigned them by the Superintendent, under the direction of the Head Nurses, whom they shall respectfully obey.

**127.** They shall perform such other duties as the Superintendent and Superintendent of Nurses shall require.

#### SETTLEMENT CLERK.

**128.** The Settlement Clerk shall, under the general direction of the Superintendent, ascertain the settlement and residence of all patients, and shall cause record of all non-paying patients belonging to places other than Boston to be kept, and report thereof to be made to the Trustees for transmission, as they shall direct, to the Overseers of the Poor. He shall perform such other duties as the Trustees and Superintendent may require.

#### STORE-KEEPER.

**129.** The Store-keeper shall assist the Steward in the receiving, care, and issuing of stores and supplies, and

shall perform such other clerical duties as the Superintendent or Steward shall require.

#### HOUSE-KEEPER.

**130.** The House-keeper shall assist the Matron in the duties of house-keeping. She shall have the immediate charge of the sewing-room, the linen-room, and the issuing of all supplies therefrom, and shall also have charge of such sleeping-rooms, corridors, stair-ways, and other places, as shall be assigned to her care. She shall perform such other duties as shall be assigned her.

#### HOUSE RULES.

**131.** The doors and gates of the Hospital will be closed at 10 o'clock P.M., at which time all inmates shall be quiet, and all not on duty shall be in their rooms.

**132.** A record shall be kept of all persons entering the Hospital between the hours of 10 P.M. and 7.30 A.M.

**133.** No employés shall be absent from the Hospital, except as permitted by special rules or by the Superintendent.

**134.** No officer, nurse, ward-master, or other employé shall directly or indirectly receive money or other gifts from patients, except with the approval of the Superintendent.

**135.** The use of tobacco, wine, and intoxicating liquors is prohibited within the Hospital, unless prescribed by the Physicians or Surgeons.

**136.** All profane and improper language, loud talking, and incivility are prohibited.

**137.** All employés shall observe such further rules and directions for their conduct as may from time to time be established.

#### ADMISSION OF PATIENTS.

**138.** Applications for admission of patients may be made at the Hospital, on each day of the week, Sunday excepted, between 9 and 12 o'clock A.M.



**139.** Whenever able, a patient shall apply in person for admission; when not able to apply in person, a patient may be admitted on application made in his behalf, or upon visit at his residence by the admitting Physician.

**140.** Any Trustee, or either of the Physicians or Surgeons in attendance, may, in case of emergency, send a patient in the first instance to the Hospital by written permit.

**141.** Persons accidentally wounded, or otherwise disabled or injured, shall be received at all hours.

**142.** Patients may be admitted to the privileges of the Hospital at such rates of board as the Trustees may, from time to time, determine, payment for such board being secured by the friends of the patients or by the authorities of the cities or towns to which the patients belong.

**143.** Whenever, in the opinion of the Trustees, the circumstances of the patient will warrant it, the whole or a part of the board shall be paid. If separate apartments, or articles not usually furnished at the Hospital, are provided, such payment shall be made therefor as the Trustees shall deem reasonable.

**144.** No person having acute venereal disease, or alcoholism, shall be admitted, except as a paying patient.

**145.** No person shall be admitted to the Hospital whose case is judged to be incurable, unless there be urgent symptoms, which are deemed capable of being relieved.

#### GOVERNMENT OF PATIENTS.

**146.** Patients shall implicitly observe all the rules of the Hospital.

**147.** Patients shall be in their proper places in the wards during the visits of the Physicians and Surgeons, and always before 7.30 o'clock P.M., unless specially excused by the Superintendent.

**148.** Such free patients as are able shall assist in nursing, and perform such other services as may be reasonably required of them.



**149.** No patient shall leave the Hospital Grounds without a pass from the Superintendent, nor leave his ward without the consent of the Nurse in charge.

**150.** No patient shall purchase, or cause to be purchased for him, any article of food whatsoever, nor any other article, without the consent of the Superintendent.

**151.** Profane and obscene language, loud talking, and incivility are prohibited.

**152.** Patients may be visited by clergymen of their own selection, and any wish for the performance of a particular religious rite shall be indulged when practicable.

**153.** Complaints, for whatever cause, may be made to the Superintendent or Visiting Committee, and when reasonable shall be by them reported to the Trustees.

#### DISCHARGE OF PATIENTS.

**154.** Patients shall be discharged by the Superintendent.

**155.** Patients discharged on the recommendation of the Visiting Physicians or Surgeons shall be provided with a certificate, stating their condition at the time of discharge, whether cured, relieved, or not relieved, which certificate shall be signed by the Superintendent.

**156.** Whenever a patient is removed from the Hospital without the approval of the Superintendent, a written statement to that effect shall be required from any person assuming the responsibility of the removal.

**157.** In case of the decease of a patient the Superintendent shall sign the death certificate. He shall also keep a record, state the time and cause of death, disposition made of the body, and, if buried from the Hospital, of the place of interment.

**158.** The body of any person dying at the Hospital shall not be delivered without a written receipt from the parties taking the same.

## STUDENTS AND INSTRUCTION.

**159.** Members of the Surgical Visiting Staff may, on regularly appointed days, perform operations in the amphitheatre, and members of both the Medical and Surgical Visiting Staff may likewise give instruction there in their respective departments; and, for the purposes of instruction they shall, subject to such restrictions as the Trustees may deem necessary, have the privilege of introducing patients, provided that in every case the attending Surgeon or Physician shall certify, in writing, that the patient may undergo such examination and treatment without detriment, and that the Superintendent and the patient consent thereto. Due notice of the nature of such operations or instruction shall, so far as practicable, be posted in the Entrance Office.

**160.** When the amphitheatre is so opened for operations and instruction, Physicians having received a degree of Doctor of Medicine, and students of one year's standing of any duly incorporated College or School of Medicine or Surgery, may be admitted in such numbers and on such regulations as the Trustees may from time to time determine. Whenever the Operating Surgeon or the Physician shall deem a case improper for consideration in the presence of students of both sexes, he may reserve such case for the close of his operation or lecture, and require the withdrawal of all male or female students, as the case may be. No female patient shall be taken into the amphitheatre without the attendance of a Nurse (female), and no operation upon a female patient requiring the exposure of the genital organs shall be performed in the presence of male visiting students.

**161.** Physicians and medical students, accompanying on his invitation a member of the staff in his Hospital visits or examinations, shall be limited to such number not exceeding twenty, and shall conform to such regulations, as the Trustees may from time to time determine,

and shall further observe all such requests as to order and propriety as the attending Physicians, or Surgeons, or the Superintendent may make.

**162.** Students and Physicians coming to the Hospital for instruction shall be admitted only at the regular hours of operations, lectures, or visiting. Such persons shall, when required, show to the attendant at the Entrance Office cards of admission or of invitation, issued in accordance with the above rules, and all cards or invitations so issued may at any time be revoked or suspended by the Trustees. All such cards or invitations shall be forfeited if transferred to or used by persons other than those to whom they are issued. The Superintendent may compel the withdrawal of any person who violates the rules of the Trustees or good order, or refuses to conform to the requirements of the Physician or Surgeon in attendance, and he shall report all such violations, and all breaches of the rules to the Trustees.

#### VISITORS.

**163.** No person shall visit any part of the premises, except on business, or at such times as may be fixed for the reception of visitors, without the permission of the Superintendent, or of some one of the Trustees.

**164.** On Monday, Tuesday, Thursday, and Saturday of each week, from 2 to 3 o'clock P.M., friends may be permitted to visit patients, though no patient shall receive more than two visitors on the same day. In all cases, however, the Trustees or Superintendent may exercise discretionary powers as to excluding or admitting visitors.

**165.** All visitors shall leave the Hospital when the bell rings at the expiration of the visiting hour.

**166.** No visitor shall take any meal in the Hospital, or pass the night therein, without permission of the Superintendent or one of the Trustees.

**167.** No visitor shall be allowed to give any article of food or drink to a patient, unless by permission of the Nurse; and any article sent to a patient shall be left at the Entrance Office.

#### AMENDMENTS.

**168.** Any alteration or amendment of these Rules may be made by a vote of two-thirds of the Trustees, notice of the same having been given one week before action on the same.

Tabular View of the Services of House Officers, for Terms beginning the First Monday in January.

[illegible]



Tabular View of the Services of House Officers, for Terms beginning the First Monday in July.

[illegible]



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